



## **INFORMATION FOR INNOLAE 2018 POSTER PRESENTERS**

### **Poster Panel Size**

Please refer to this visualisation of the poster panels to be used during innoLAE 2018. Each panel is 1 metre by 1 metre in size, which will accommodate 2 A0 size posters vertically. In order to utilize the space most efficiently, please ensure that your **A0 poster is created in Portrait format**: 841mm x 1189mm. Please ensure that your poster does not exceed this size and we recommend that you leave a margin of at least 3 inches (7.5 cm) around the poster.

**Please note: Posters that are in a landscape format or of any other size cannot be displayed on the boards.**

When preparing your poster, consider how much of your display will be visible at eye-level. Please note that there will be two poster displayed on each board.

### **Poster Panel Allocation**

Each panel will be numbered and there will be a sheet with poster names and allocated numbers at the conference registration desk. Once you find your poster number, please find the corresponding panel to which to fix your poster.

### **Fixing**

Posters will be affixed by push pins, which will be provided to you by the event organisers.

**Please ensure that you stand by your poster(s) during break times (e.g. tea and coffee breaks) and during the Poster Reception so you are available for discussion or questions. Posters will be evaluated by the Programme Committee and the best posters will be awarded prizes at the Poster Reception.**

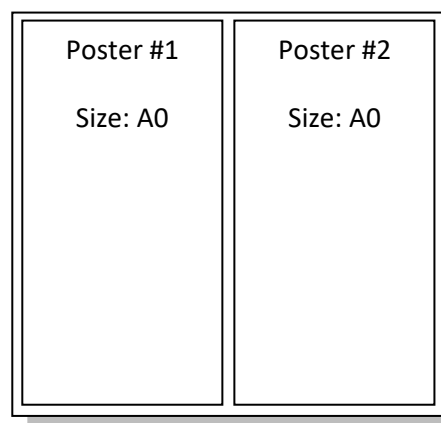
### **Set up and Session Times**

**Poster Set Up:** Tuesday 23<sup>rd</sup> January 2018, 8:00-9:00

**Poster Reception:** Tuesday 23<sup>rd</sup> January, 17:00 (time subject to change)

**Poster Take Down\*:** Wednesday 24<sup>th</sup> January 2017, 16:00-17:30

*\*Any posters remaining after the removal time will be taken down by the organisers, who accept no responsibility for loss or damage.*



## **GENERAL GUIDELINES FOR POSTER PREPARATION**

A poster should be self-contained and self-explanatory, allowing different viewers to engage with it on their own while the author is free to supplement or discuss particular points raised in inquiry. Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

### **Poster Layout/Format**

Other presentation materials such as lightweight demonstrators should be mounted on the poster with sufficient fixings capable of holding your sample firmly affixed to your display. If possible, use matt finish rather than glossy paper to help reduce glare and improve readability. Arrange written material in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it. An introduction should be placed at the upper left and a conclusion at the lower right. The abstract does not need to be presented.

### **Illustrations**

Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

### **Text**

Headings should be a minimum of 50 pt font in size and 25 pt size font is suitable for text. Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

### **Titles and Fonts**

Titles and captions should be short and easy to read. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors' names and affiliations.

### **Acknowledgements**

We would recommend and encourage you to acknowledge any funding grants for the work presented that have been obtained from public funding agencies (including from the EPSRC through the EPSRC Centre for Innovative Manufacturing in Large-Area Electronics).

If you have any questions, please contact the conference organisers at: [info@largeareaelectronics.org](mailto:info@largeareaelectronics.org)